



DOT-TRANSPORTATION PLANNER

Characteristics of Work

This is entry level professional work in preparing data to be used in transportation planning studies. Employees collect, tabulate, and/or organize data into summary form for short-term and long-term projects coordinated by upper-level planners. The work is repetitive and performed in accordance with established procedures and under direct supervision. Successful performance requires a knowledge of basic statistical processes and techniques, proficiency in mathematics, and ability to organize data into technical report format. Supervision is received from a DOT-Transportation Planner, Advanced or a Transportation Planner, Senior responsible for coordinating a project team.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Performs minor analyses of data for annual statewide reports on traffic count studies, truck weight studies, speed studies, vehicle occupancy studies, and automatic traffic map plotting.

Collects data and conducts minor analyses on statewide motor fuel usage, motor vehicle registration, driver licensing, and construction and maintenance expenditures of state and local jurisdictions.

Collects data and performs minor analyses of routine in-house studies of noise impact on proposed highway projects; prepares minor portions of the noise, energy, road user cost, benefit-cost and economic analysis portions of routine environmental impact statements.

Performs minor analyses of input and output data on the statewide Highway Performance Monitoring System, interstate system cost estimates, Great River Road status, the Appalachian Highway Corridor status, and the interstate highway system status.

Collects data for preparing justifications to request revisions to the statewide federal-aid funded highway system for approval by the Federal Highway Administration.

Collects, summarizes, and prepares input data for statewide and urbanized transportation studies.

Performs minor analyses of accident experience and roadway geometric data for an annual statewide highway safety report.

Collects data for preparing emergency highway traffic regulation plans for routing traffic and relocating people and materials in the event of a natural or man-made catastrophe.

Collects and summarizes data for a statewide railroad grade crossing program.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Collects data to be used in transportation planning studies.
2. Analyzes data to be used in transportation planning studies.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university in Mathematics, Physics, Engineering, or a related Natural or Physical Science.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.